

Employment Opportunity

8802 27th Ave NE, Quil Ceda Village, WA 98271
Office: 360-716-5000 • www.QuilCedaVillage.org



Quil Ceda Village
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JOB TITLE: Certified Peer Counselor

DEPARTMENT: Quil Ceda Creek Counseling Company

JOB DESCRIPTION: The Peer Support Counselor

The Peer Counselor interacts with a multidisciplinary team that will assist individuals with mental, emotional, or substance abuse problems.. The Peer Support Counselor will help develop a support plan with the clients and assist them into meeting their goals towards addiction recovery and independent living.

TO APPLY: Complete the web form application located on the Quil Ceda Village Self Service portal: <https://ess.tulaliptribes-nsn.gov/MSSQCV/employmentopportunities/default.aspx>. For more information or questions, please visit: <http://quilcedavillage.org/Employment> or call Quil Ceda Village HR at 360-716-5047.

NOTE: The Tulalip Tribes publicly announces that Indian Preference in hiring applies to Tulalip job opportunities.

EMPLOYEE CLASSIFICATION: Non-Exempt

EMPLOYEE REPORTS TO: Clinical Supervisor

EMPLOYEE SUPERVISES: N/A

EDUCATION:

- Associate's degree and one year experience working in Behavioral Health Field and/or Crisis Prevention.

SKILLS:

- Skills in active listening. Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
 - Skills in the operation of a personal computer and standard office programs and equipment.
 - Ability to work in a cross-culture environment and understands the social and cultural context of the patients at the Quil Ceda Creek Counseling Company, understanding the role of trauma, historical, community, family, and personal experience in wellness and recovery.
 - Ability to prioritize multiple tasks with frequent interruptions.
 - Ability to provide excellent customer service.
 - Ability to establish and maintain effective working relationships with patients, staff, and outside agencies.
 - Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
 - Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
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- Knowledge and adherence to state (RCW, WAC) and federal confidentiality regulations (42 CFR part 2). Applicants must always conduct self ethically and professionally.
- Knowledge of HIPAA and PHI requirements.
- Knowledge of common office and administrative procedures.

EXPERIENCE:

- At least one year' prior experience working directly with children, adults, and families who have behavioral health needs.
- At least one year' prior experience working for substance use disorder program.

PHYSICAL CHARACTERISTICS AND/OR PREREQUISITES:

- Will be required to attend, complete and keep current CPR, BBP, AED, First Aid and any training deemed necessary.
- Must provide proof of COVID vaccination.
- Employment is contingent upon successful completion of a pre-employment background check.
- Valid and unrestricted Washington State Driver's License.
- HIPAA training upon hire.
- This person must sign an oath of permanent confidentiality covering all patient related information.
- Ability to sit extended periods, up to eight hours per day.
- Tolerance for exposure to computer screens, for up to eight hours per day.
- Dexterity to operate personal computer, and to accomplish routine paperwork.
- Ability to stoop and bend for routine filing duties.
- Employment is contingent upon successful completion of a pre-employment background check

SPECIFIC JOB PERFORMED:

Specific duties and day-to-day tasks of the Certified Peer Counselor are prompted by assignments, and by requirements to fulfill responsibilities established by the Supervisor. These duties include, but are not limited to, the following:

- Assists in establishing a course of action by exploring options and setting goals with client.
- Obtains assistance for client by referring him/her to community resources, arranging for appointments, establishing rapport with other agencies.
- Aids in the fostering of client's action or adjustment by interpreting attitudes and patterns of behavior; explaining and pointing out new options.
- Shares their own life experiences related to behavioral health, builds alliances that enhance a client's ability to function including assisting in the development of self-advocacy and natural supports, maintenance of community living skills, and promoting socialization.
- Models' personal responsibility, self-advocacy, and hope by drawing on one's recovery story as appropriate.
- Maintains record of case by documenting client's situation and client's own actions.
- Complies with regulatory agencies and in-house clinical procedures and guidelines.
- Assists in the monitoring of planned actions by conducting periodic follow-up.
- Helps to build rapport with patients and their families and relay all concerns to supervisor and multidisciplinary team.

- Coordinates with outside service providers including inpatient and outpatient treatment services, social security, veteran's benefits, legal and advocacy services, and personal primary care medical and dental providers.
- Completes and files all reports in a timely manner as required by supervisor.
- Transports and/or accompanies clients and families to appointments.
- Represents the Quil Ceda Creek Counseling Company in a positive and professional manner when interacting with the community.
- Provides back up support for transportation department, counselors, and child watch departments.
- Performs other duties as assigned.
- Adheres to all QCCCC Policies.

TERMS OF EMPLOYMENT: This is a Regular Full-time position, requiring at least 40 hours per week, or 2080 hours per year. Employee may be required to work after hours, weekends, special events and/or on call. Upon successful completion applicable probationary period employee may be eligible for an increase in pay, subject to budgetary restriction. Employees will be required to work on-site, no telecommuting. No provisions for relocation will be provided.

Disclaimer: The information provided in this description has been designed to indicate the general nature and level of work performed by incumbents within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.